

## WRITING A SCOPE OF WORK

1. Why do you need this service?
2. What work is to be performed?
  - a) Volumes, dimensions, sizes, number, etc.
  - b) Type of work (repairs, construction, sampling, electrical, engineering).
3. What is the final product we expect when work is completed? or
4. What do you expect as an outcome of the project?
5. Who is the point of contact?
6. Who will do the work?
  - a) Will the contracting entity take responsibility for some parts of the project (preparation, permits, traffic control, etc.)?
7. What is the contractor going to provide?
  - a) Manpower, equipment, tools, consumables, supplies, materials, fuel, etc.
8. What is the contracting entity going to provide?
9. Where is the work going to be performed?
  - a) Is there more than one location?
10. What hours or days are we requiring work to be performed?
11. How do you want the work accomplished?
  - a) Task Order, specific order of events, etc.
  - b) Are there special drawings, studies, or reports that need to be provided – either to the contractor or obtained from them?
  - c) Are there special laws to follow or considerations that need to be made? (EPA, OSHA, asbestos, hazmat, etc.)
12. Are there any unusual conditions?
13. When do we want the work performed or completed? Is there more than one deadline date?
14. If reports are required, when do you want them, what format, etc.
15. How will you administer the contract?
  - a) Will you be inspecting the project? When and how often?
  - b) Are there testing requirements?
16. How will you know when the work is done?
17. What will be the method of acceptance?
  - a) Provide the steps that you will follow when accepting the work, *prior to payment*.
18. How do you want costs presented?
  - a) Total Project Cost
  - b) Task Order Basis (hourly rates)
19. How do you want to be invoiced?
20. Is there a maximum amount you cannot exceed?